

Message Text

UNCLASSIFIED POSS DUPE

PAGE 01 GENEVA 07264 021803Z

51

ACTION IO-10

INFO OCT-01 ISO-00 OIC-02 IOE-00 EB-07 AID-05 RSC-01 /026 W

----- 052533

P 021731Z DEC 74

FM USMISSION GENEVA

TO SECSTATE WASHDC PRIORITY 9476

UNCLAS GENEVA 7264

E.O. 11652: NA

TAGS: AORG APER UNCTAD

SUBJ: UNCTAD JOB DESCRIPTION OF CHIEF, OFFICE OF ADMINISTRATION
(GROBY)

REF: STATE 262760; GENEVA 7226

DIRECTS THE OFFICE OF ADMINISTRATION AND THE REGISTRY
AND SUPERVISES THE JOINT ECE/UNCTAD REFERENCE UNIT.

A. THE OFFICE OF ADMINISTRATION PROVIDES FINANCIAL,
PERSONNEL AND GENERAL ADMINISTRATIVE MANAGEMENT OF THE
UNCTAD SECRETARIAT IN CO-OPERATION WITH THE RELEVANT
CENTRAL ADMINISTRATIVE SERVICES OF THE UNITED NATIONS.
THIS INVOLVES BOTH BUDGETARY AND EXTRA-BUDGETARY RESOURCES.

1. FINANCIAL MANAGEMENT: MAIN TASKS ARE (A) DRAFTING
BUDGET ESTIMATES AND REVISIONS AND SUPPLEMENTARIES THERETO;
(B) PREPARING FINANCIAL IMPLICATIONS OF ACTIONS OF UNCTAD
ORGANS; (C) EXERCISING CURRENT CONTROL OVER EXPENDITURE
OF THE REGULAR AND EXTRA-BUDGETARY RESOURCES; (D) PRE-
PARING FINANCIAL AND STATISTICAL REPORTS ON UNDP AND
TRUST FUNDS AND (E) RESPONDING TO AUDIT OBSERVATIONS
AND INQUIRIES FROM LEGISLATIVE ORGANS AND REVIEWING
BODIES.

2. PERSONNEL MANAGEMENT: PRINCIPAL TASKS ARE (A)
ARRANGING FOR THE RECRUITMENT, ADVANCEMENT AND REVIEW
OF CONTRACTUAL STATUS OF ALL PROFESSION AND GENERAL
SERVICE STAFF AS WELL AS CONSULTANTS, BOTH FOR SEC-
RETAIAT STAFF AND PROJECT PERSONNEL: (B) DEALING WITH
UNCLASSIFIED
UNCLASSIFIED

PAGE 02 GENEVA 07264 021803Z

ALL OTHER ASPECTS OF STAFF RELATIONS AND STAFF MANAGEMENT.

3. GENERAL ADMINISTRATIVE MANGEMENT: DUTIES INCLUDE

(A) CO-ORDINATING OF ADMINISTRATIVE ARRANGEMENTS WITH THE VARIOUS UNITS OF THE GENEVA OFFICE PROVIDING SERVICES TO UNCTAD; (B) PREPARING THE UNCTAD PRINTING PROGRAMMES; (C) HANDLING THE PURCHASE PROGRAMME; (D) OPTIMIZING THE USE OF OFFICE SPACE, AND (E) PROCESSING OF DATA AND PREPARATION OF INTERNAL MANAGEMENT INFORMATION SYSTEMS FOR PERSONNEL, FINANCE, DOCUMENTS CONTROL AND MEETINGS CONTROL.

B. THE OBJECTIVES OF THE REGISTRY ARE (A) TO RECEIVE, REGISTER AND DISTRIBUTE ALL INCOMING AND DESPATCH ALL OUTGOING CORRESPONDENCE OF UNCTAD; (B) TO MAINTAIN CENTRALLY SUBJECT FILES, TECHNICAL ASSISTANCE PROJECT FILES, AND FILES OF CONDIDATES FOR EXPERT POSTS AND (C) TO ESTABLISH ARCHIVES FOR PAPERS OF LASTING INTEREST.

C. THE OBJECTIVES OF THE JOINT ECE/UNCATD REFERENCE UNIT ARE (A) TO MAKE EACH RESEARCHER AWARE, QUICKLY AND IN SUMMARY FORM, OF NEW MATERIALS PUBLISHED IN HIS FIELD OF WORK, AND TO MAKE AVAILABLE PROMPTLY ITEMS HE WISHES TO CONSULT; (B) TO CARRY OUT, AS REQUESTED, BIBLIOGRAPHICAL RESEARCH ON SPECIFIC TOPICS; (C) TO PARTICIPATE IN THE ILO PROGRAMME (ISIS) OF AUTOMATED INFORMATION RETRIEVAL AND FOLLOW DEVELOPMENTS IN THIS SUBJECT IN THE ITC AND THE UN LIBRARY AT HEADQUARTERS; (D) TO MAINTAIN A SPECILIZED READING ROOM (FREE ACCESS TO OPEN STACKS) CONTAINING THE MOST RECENT MATERIALS AS WELL AS HISTORICAL PERSPECTIVE IN THE CLOSELY-RELATED FIELDS OF WORK OF THE TWO PARENT BODIES AND (E) TO SELECT PURCHASES FOR NEW MATERIALS IN ACCORDANCE WITH THE WORK PROGRAMMES OF ECE/UNCTAD. DALE

UNCLASSIFIED

NNN

Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 02 DEC 1974
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1974GENEVA07264
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D740349-0018
From: GENEVA
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1974/newtext/t19741268/aaaacgnj.tel
Line Count: 91
Locator: TEXT ON-LINE, ON MICROFILM
Office: ACTION IO
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 2
Previous Channel Indicators:
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: STATE 262760; GENEVA 7226
Review Action: RELEASED, APPROVED
Review Authority: izenbei0
Review Comment: n/a
Review Content Flags:
Review Date: 13 MAY 2002
Review Event:
Review Exemptions: n/a
Review History: RELEASED <13 MAY 2002 by colstocv>; APPROVED <10 FEB 2003 by izenbei0>
Review Markings:

Declassified/Released
US Department of State
EO Systematic Review
30 JUN 2005

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: UNCTAD JOB DESCRIPTION OF CHIEF, OFFICE OF ADMINISTRATION (GROBY)
TAGS: AORG, APER, UNCTAD
To: STATE
Type: TE
Markings: Declassified/Released US Department of State EO Systematic Review 30 JUN 2005